



South Suburban College
Financial Aid Office, Office of Veteran Affairs
15800 S. State Street
South Holland, IL 60473
(708) 596-2000 ext. 5780
www.ssc.edu

Veteran Notification of ADD/DROP Form

SU _____ FA _____ SP _____
(YEAR) (YEAR) (YEAR)

Instructions: This form **MUST** be completed whenever changes to your original class schedule have been made in order to maintain your VA benefit eligibility.

SECTION 1: STUDENT INFORMATION:

Student Name:	_____	SSC ID#	_____	SSN#	_____
	Last	First	MI		
PERMANENT ADDRESS:	_____				
If the address listed above has changed, PLEASE CONTACT THE REGIONAL OFFICE IN ST. LOUIS TO UPDATE YOUR RECORDS					
CITY	_____	STATE	_____	ZIP	_____
EMAIL ADDRESS:	_____				
PRIMARY PHONE#:	_____				

SECTION 2: NEW CLASS SCHEDULE- ALL COURSE(S) MUST BE UPDATED/CERTIFIED WITH VA.

Course Name	Course Code/ Section	Classroom/Internet	Credit Hour(s)	ADD	DROP

IF YOU ARE WITHDRAWING FROM ALL CLASSES PLEASE COMPLETE SECTION 3.

SECTION 3: VA INFORMATION: Are there any mitigating circumstances that contributed to completely withdrawing? If so, check the box that best describes *your* situation. Please attach supporting documentation.

- ☐ Illness or Death in Student's Family
- ☐ Illness of Student
- ☐ Unanticipated Active Military Service, including active duty for training
- ☐ Unanticipated difficulties with childcare arrangements
- ☐ Financial Obligations beyond the students control
- ☐ Unavoidable Geographical transfer resulting from employment
- ☐ Unavoidable change in student's condition of employment
- ☐ Discontinuance of the course by school
- ☐ Other _____

I understand that, I **MUST REPORT TO THE SSC VA CERTIFYING OFFICIAL ANY CHANGES TO MY CLASS SCHEDULE IMMEDIATELY**. Failure to notify the VA Certifying Official of any changes may result in repayment to VA. By signing, I acknowledge that I fully understand and agree to comply with my responsibility as a student receiving veterans' education benefits.

Signature: _____

Date: _____

DO NOT SUBMIT THIS FORM UNTIL AFTER YOU HAVE ADDED, DROPPED OR WITHDRAWN THE COURSE(S) ABOVE